

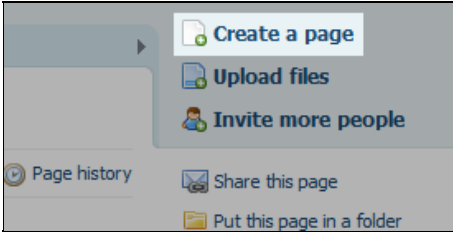
VIEW

Creating Pages

There are a few ways to create a page in PBworks, and you can make as many pages as you need on your workspace. Please keep in mind, however, that each page created may not be obvious to users unless you link to them in the FrontPage, SideBar, or in a related page.

Clicking the "Create a Page" Link

1. In the upper right corner of your workspace, you'll see a link to create a page. Click on this link.

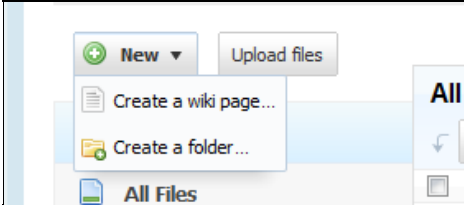


2. You'll then see a form which lets you input the title of the new page, and select a template to use. Make the appropriate selections, and click "Create Page."

A screenshot of the 'Create a page' form. It includes a text input field for 'Name your page' with a 'Create page' button. Below this is a 'fewer options' link. The 'Put this page in a folder' dropdown is set to '(no folder)'. The 'Page security' dropdown is set to 'default security'. Under 'Page content', the 'Use a template' radio button is selected, and the 'SourceWikiTemplate' dropdown is visible. A 'Create page' button is at the bottom.

Creating a page in the Pages & Files manager

1. While viewing the Pages & Files manager, click the "New" button.



2. Select "Create a workspace page..."
3. Enter the title of the page and make the appropriate selections. Click "Create Page."

Have more questions?

► Contact An Agent

Navigator

1 - Getting Started

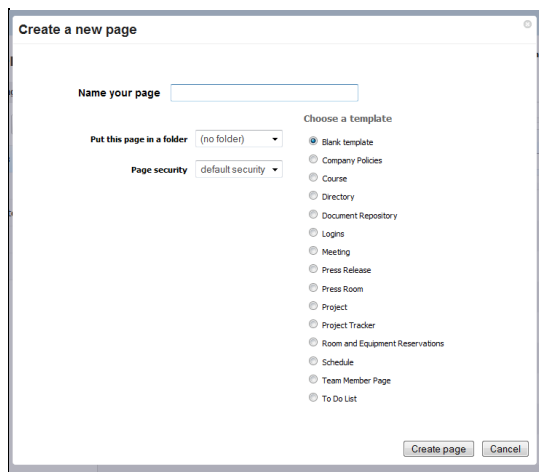
◀ back

- About this workspace
- Accepting an Invite
- Admin Settings
- Advanced Settings
- Basic Calendar Template

PagesFilesoptions

► Contact An Agent

Looking for a translation of the manual?
English



Create a new page

Name your page

Put this page in a folder (no folder)

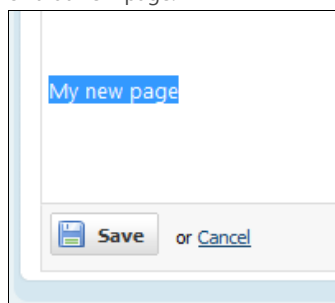
Page security default security

Choose a template

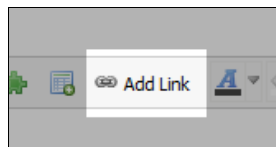
- ☒ Blank template
- ☐ Company Policies
- ☐ Course
- ☐ Directory
- ☐ Document Repository
- ☐ Logins
- ☐ Meeting
- ☐ Press Release
- ☐ Press Room
- ☐ Project
- ☐ Project Tracker
- ☐ Room and Equipment Reservations
- ☐ Schedule
- ☐ Team Member Page
- ☐ To Do List

Creating a page in edit mode

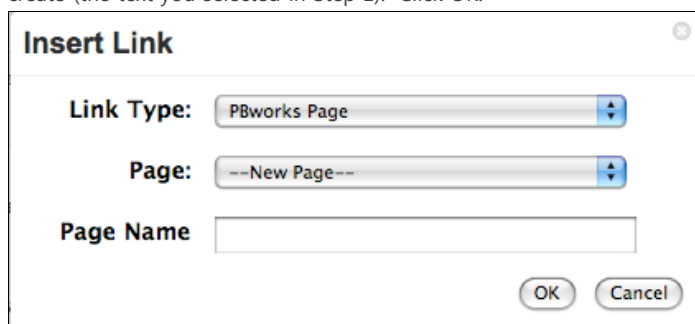
1. While in edit mode, type the name of the new page you want to create, and select all the text of that new page.



2. Click the "Add Link" button (highlighted below) in the editor toolbar.



3. The menu will appear, with the link type already being "PBworks page," and the page set to "New Page." The Page Name will also already be set with the name of the page you want to create (the text you selected in Step 1). Click OK.



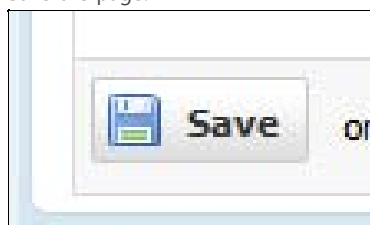
Insert Link

Link Type: PBworks Page

Page: --New Page--

Page Name

4. Save the page.



5. When you click on the link you just created, you'll be sent to the "Create a page" form, because the page does not exist yet. Once the page is created, the link will immediately bring the page up, as normal.

Name your page

Create page

[fewer options](#)

Put this page in a folder

(no folder)

Page security

default security

Page content

☐ Blank page

☒ Use a template

SourceWikiTemplate

Create page

 [Printable version](#)